



TOWN of NORTH READING

Massachusetts

Town Clerk's Office

Barbara Stats, MMC/CMMC
Town Clerk

Ethics Commission Mandatory Training Requirements Summary and On-line Training

Mandatory Educational Requirements Under the Ethics Reform Bill

Chapter 28 of the acts of 2009 and MGL 268A:27 require that all municipal / public employees receive a **Summary of the Conflict-of-Interest Law** within 30 days of their date of hire or appointment, and on an annual basis thereafter.

In addition, all municipal / public employees must also complete an **On-Line Training Program** every two years. The current training program must be completed within 30-days of date of hire or appointment for new employees, or by April 5, 2013 for existing employees.

Under MGL 268A, a "municipal employee" is defined, in part, as: "a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis..." ***

- ➔ **Accordingly, attached is the current summary of the Conflict-of-Interest Law for all municipal employees, as provided by the Ethics Commission (revised December 23, 2011). You are required to acknowledge receipt of this summary by returning the Acknowledgement on the last page of this packet to the Town Clerk's Office within 10 days of receipt.**
- ➔ **In addition, you are required to complete the On-Line Training by April 5, 2013 and return the Certificate of Completion to this office. The training program direct link is:**
www.muniproq.eth.state.ma.us

The summary, training link and other regulations, can also be accessed on the Ethics website:
www.mass.gov/ethics

This notice is being provided to all municipal employees to the greatest extent possible. If you are in charge of a Department or work in conjunction with a board, committee or commission, please be sure that all persons affiliated with your department / committee receive this current version of the Conflict-of-Interest Law Summary and acknowledge receipt of the same, and complete the Training.

The summary and training link are also available through the Town Clerk's website:
www.northreadingma.gov/clerk.

*** Please note that the Board of Selectmen voted to exempt from the provisions of this Law certain positions allowed to be exempted by the Ethics Commission. Therefore, those positions specifically cited as exemptions are not subject to the requirements of the COI Law, and therefore are not required to acknowledge receipt of the Summary or participate in the on-line training.